

APPLICATION PACK



Schools Coach



MAYOR OF LONDON



INVESTORS
IN PEOPLE

APPLICATION PACK

Using the power of football, Charlton Athletic Community Trust (CACT) worked with over 46,700 people during 2019/20, empowering communities and changing lives. Based on the needs of the community, we work in partnership to deliver high quality programmes that deliver a lasting impact.

CACT is one of the biggest football community trusts in the country; principal areas of work are:

- Early Help and Prevention
- Education
- Equality, Diversity and Inclusion
- Football and Sports Development
- Health Improvement
- Social Action and Enterprise
- Youth Service

This is an exciting time to join CACT as we have recently launched a new three-year strategy for 2019-2022 based on our values:

- Passion – fuels our work
- Trust – safe and sound
- Engagement – stronger together
- Respect – two-way and vital
- Equality – open and fair
- Inclusion – that means you

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CACT are committed to embracing and fostering equality, diversity and inclusion in the workplace as well as in the delivery of its services, activities, and programmes, by promoting a positive organisational culture that values all staff and service users. We will strive to create an inclusive environment where everyone feels able to participate and achieve their potential.

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CACT's football and sports development department works to promote the benefits of physical activity and provide opportunities for children and young people to take part in sport and improve on their skills.

From delivering football and multi sports coaching in schools and leisure centres, to promoting healthy lifestyles in educational workshops, to working with gifted young players in an academy setting, this is an exciting role in a high performing department.

Suitable candidates will have experience of working with children and young people and have a minimum of a FA Level 1 coaching badge.



JOB DESCRIPTION

Job Title:	Schools Coach	Reporting to:	Senior Football Development Officer
Pay:	£13.15-16 p/h (based on experience and qualifications)	Contract type:	Zero hour contract
Location:	South East London & Kent	Days and hours of work:	Flexible Hours
Document created:	March 2024	Ref number	CACT/SC

Purpose of the Role:

To organise, plan, prepare and deliver football or sport sessions, on a casual basis. These sessions will be within either a community or school setting.

Key Responsibilities (but not limited to):

- To deliver and plan a wide range of CACT school programs and initiatives within a school setting to Key stage 1 and 2 children.
- Produce sessions aligning to the national PE curriculum in England
- To collaborate with Senior FDO & Primary Stars officer to enhance the sporting provision for all schools CACT work with
- To develop and deliver a range of high quality physical activity opportunities to young people in an engaging and progressive manner
- Support & upskill school staff with sport delivery within school time
- To support staff in ensuring schools have excellent sporting provision in place
- Be self-motivated, committed and reliable once assigned work.
- Work with individuals and/or groups from a range of abilities, age ranges and varying backgrounds.
- Be responsible for the correct use and safe keeping of equipment. Ensure that the facilities are checked before use and safe for practical participation.
- Build and support positive working partnerships with existing/new key partners to receive continued funding for delivery of programmes.
- Maintain high standards of professional behaviour towards colleagues, young people with whom we engage and the wider general public when working for and wearing CACT kit.
- Develop professional and supportive relationships with all young people engaged in the session.

- Undertake regular professional development days as set by Charlton Athletic Community Trust (CACT) in order to continue own personal development.
- Undertake administrative tasks related to the sessions that including updating registers, consent forms, risk assessment, incident and accident forms, writing case studies that demonstrate impact of projects, and recording any outcomes and accreditations achieved by participants using relevant monitoring and evaluation systems.
- Have an up to date knowledge of, and adhere to, CACT policies and procedures, including those relating to Safeguarding, Health and Safety and emergency procedures, including those of venues where you may be based.
- Carry a fully stocked first aid kit when coaching.
- Undertake other duties as required to ensure efficient delivery of CACT sessions.
- To undertake relevant training courses as requested by CACT.

PERSON SPECIFICATION

Job title: Schools Coach

Person Specification		
Attributes	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • UEFA C Coaching License • Up to date, relevant certifications in Emergency Aid and Safeguarding • Member of FA Licensed Coaches Association • Experience of working in a school setting • Experience of delivering to school classes 	<ul style="list-style-type: none"> • Level 2 or above NGB (National Governing Body) Coaching Qualification in another sport • Level 2 or 3 Supporting the delivery of Physical Education in School Sport • Further education in sport • Age appropriate FA Certification
Skills, ability & knowledge	<ul style="list-style-type: none"> • An understanding of and a commitment to equal opportunities both in the workplace and the wider community. • Commitment to Safeguarding children and young people • Ability to work with peers and schools to succeed 	<ul style="list-style-type: none"> • IT skills including Microsoft Excel, Word, and PowerPoint • Knowledge of the National Curriculum PE and Education
Personal qualities	<ul style="list-style-type: none"> • Full driving licence and access to transport • 'Can do' attitude • Friendly and outgoing • Authoritative 	



APPLICATIONS

CACT is committed to the safeguarding of its staff, volunteers and young people. Any job offer made is subject to satisfactory references and Disclosure and Barring Service (DBS) check.

Application forms are available from <https://www.charltonafc.com/cact/get-involved/job-opportunities>

To apply for this role, please send a completed application form detailing how you meet the requirements of the role and an equal opportunities monitoring form to Jobs@cact.org.uk

Please note: CVs will **not** be considered.

Closing date for applications: Rolling